



CHADDS FORD TOWNSHIP SEWER AUTHORITY
REGULAR MEETING
MAY 23, 2017

Board Members: Mark Stookey
Dennis Henry
Ted Mennicke

Not Present: Amanda Konyk
Robert Lohr

Also Present: Amanda Serock, Sewer Authority Manager
Mike Sheridan, Solicitor
Mike DiSantis, DELCORA
Tom Leisse, Pennoni Associates
Valerie Hoxter, Assistant Secretary-Treasurer

ANNOUNCEMENTS

Mr. Stookey announced that Ms. Konyk and Mr. Lohr were unable to attend the meeting; however, a quorum was present with Mr. Stookey, Mr. Henry and Mr. Mennicke in attendance.

MINUTES

Upon motion and second (Mennicke/Henry) the minutes from the March 21, 2017 Regular Meeting were approved.

Upon motion and second (Henry/ Mennicke) the minutes from the April 25, 2017 Special Meeting were approved.

DELCORA

Mr. DiSantis presented his written report for the months of March and April 2017. There were no violations at either plant during these months. Mr. DiSantis and the Board discussed the recent increase in chemical costs and the benefits of purchasing in large quantities, which would require additional storage. Storage options were reviewed, including an on-site shed, off-site storage rental and deferring additional storage until upgrades at the Turners Mill plant can accommodate the additional chemicals. The Board requested a plan for chemical storage be presented at the July meeting.

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MANAGER

Ms. Serock presented her written report and informed the Board that she and Mr. Leisse are working on hiring a summer intern (possibly an engineering student from Penn State) to assist with updating GIS locations of manholes and underground infrastructure. Ms. Serock and Mr. Leisse also reviewed possible permanent repairs to the Smithbridge Pump Station and bridge to the Station.

Ms. Serock further informed the Board that the 2016 Audit is complete and that Ms. Hoxter has sent required copies to all agencies and has placed the required public ad. Ms. Serock updated the Board on a recent meeting with the owners of the Knights Bridge Plant regarding their desire to sell the plant.

ENGINEER

Mr. Leisse presented his written report and updated the Board on a recent meeting with the PaDEP regarding their comments on the Act 537 Plan Update. Mr. Leisse is preparing revisions to address the comments from the DEP and will provide them to the Board for their review.

SOLICITOR

Mr. Sheridan presented his report and informed the Board that he has received a box of documents from Parkside Associates (Olde Ridge Village) regarding their sewage capacity and EDU agreements. Mr. Sheridan reviewed what the documents seem to indicate. He will compile the figures and other necessary information and provide it to Ms. Hoxter.

ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and noted that the April disbursements figure for approval did not include a transfer of \$50,000 from DNB Bank to PLGIT as it was previously approved at the March meeting. Ms. Hoxter further noted that the May disbursements figure included bills for two months from Delcora.

Ms. Hoxter reviewed fund balances and requested approval to transfer an additional \$50,000 from the DNB Operating Account to PLGIT. Ms. Hoxter also indicated this transfer would allow for the purchase of an additional CD and added that the CD rate from PLGIT was currently 1.3% net. Ms. Hoxter further informed the Board that Accounts Receivable figures on the financial reports included an invoice for additional EDUs billed earlier this year to Parkside Associates. This figure will change based on the new information provided by Mr. Sheridan.

Upon motion and second (Mennicke/Henry) the Board approved ACH and check payments for April 2017 in the amount of \$26,045.82.

Upon motion and second (Mennicke/Henry) the Board approved ACH and check payments for May 2017 in the amount of \$80,743.27.



Upon motion and second (Mennicke/Henry) the Board authorized the transfer of \$50,000.00 from the DNB Operating Account to the PLGIT Account.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

There was no Old Business to discuss.

NEW BUSINESS

Mr. Sheridan and Ms. Serock reviewed the status of the Letters of Credit, Capacity Reservation and Installation Agreements with E3 Ventures for the Assisted Living Facility at 1170, 1770, 1778 Wilmington Pike. After discussion with the Board, it was decided to defer approval of the Installation Agreement and Resolution 2017-03 until the Authority hears from the Applicant regarding outstanding items.

Ms. Hoxter summarized the current and past collections process and reviewed a current lien list. Mr. Sheridan further commented on past collection efforts and Ms. Hoxter reviewed the success rate of those efforts.

After discussion, the Board decided to do the following: send a certified letter from the Solicitor to two lien properties not yet connected which refers to the duty to connect portion of the Township Code; send a certified letter from the Solicitor to all lien properties with notice of possible legal action in addition to the lien if balances are not paid within 20 days; follow that letter in thirty (30) days (if payments are not made) with a Writ and Notice delivered by the Constable for accounts with balances of \$4,000 and above. These steps and results will be reviewed at the July meeting, where the next step of seeking a Judgment against property owners will be reviewed and discussed. Ms. Hoxter will provide an updated list to Mr. Sheridan for the first letter.

Mr. Stookey suggested the Authority continue the process of allowing the Manager and/or Assistant Treasurer to negotiate relief of some but not all finance charges. Mr. Stookey also indicated that customers with a lien on their property and a current payment arrangement with the Authority will not receive a certified letter from the Solicitor; however, those arrangements may be subject to review in the future.

Upon motion and second (Henry/Mennicke) the meeting was adjourned at 8:54 p.m.

Respectfully submitted,
Valerie Hoxter
Assistant Secretary-Treasurer